

## CHAPTER 2

### ORGANIZATIONAL GUIDELINES

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**2-1 General** This chapter is intended to provide the basic organization for PM programs. Its Sections describe the responsibilities, roles, and interrelationships of installation personnel and their

contributions to the maintenance of buildings and structures. Figure 2-1 outlines a typical organization for PM at an army installation.

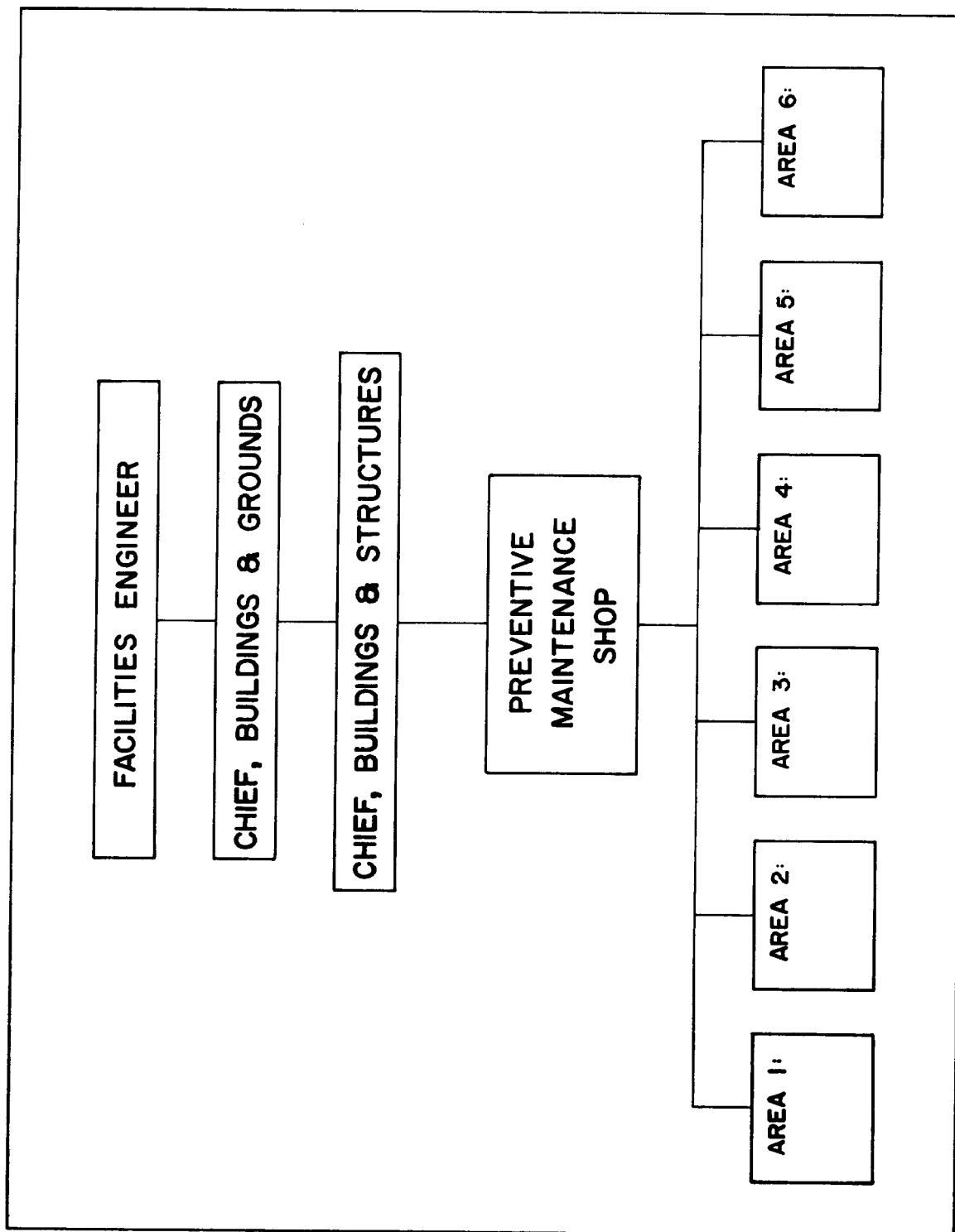


Figure 2-1. Preventive Maintenance Organization At The Installation Level

**2-2. Responsibilities and Relationships** The following are descriptions of the responsibilities of key members of the Facilities Engineer, and Family Housing and occupants.

*a. Facilities Engineer.* The Facilities Engineer is responsible for managing the PM and self-help programs. The responsibilities include:

- (1) Providing appropriate training.
- (2) Providing PM instructions to Facilities Engineering personnel and non-Facilities Engineering users of equipment.
- (3) Providing necessary supplies and equipment.
- (4) Supervising and inspecting work accomplished under the PM program.

*b. Chief, Buildings and Grounds.* The Chief of Buildings and Grounds Division plans and accomplishes PM of buildings and structures. The responsibilities include:

- (1) Establishing and continually executing effective PM programs, including family housing.
- (2) Providing assistance to self-help programs.
- (3) Establishing training programs.
- (4) Supervising and maintaining prescribed reports and records.

(5) Reviewing procedures and methods to assure the most economical and efficient use of funds and manpower.

(6) Coordinating PM cycles with Engineer Resources Management Division staff.

*c. Chief, Buildings and Structures.* The Chief of Buildings and Structures plans, schedules, coordinates, assigns, and accomplishes work necessary for an effective PM program, including:

- (1) Maintaining necessary records.
- (2) Conducting field inspections.

*d. Foreman, Preventive Maintenance Shop.* The foreman of the Preventive Maintenance Shop supervises a comprehensive PM program to include:

- (1) Maintaining accurate day-to-day records.
- (2) Furnishing technical guidance and training to PM workers.

(3) Reporting maintenance and repair items beyond the scope of PM and self-help to the work receptionist.

*e. Preventive Maintenance Unit.* The PM unit is a skilled and versatile operating unit which accomplishes routine inspection, minor maintenance, repair, and reporting on a day-to-day basis.

*f. Preventive Maintenance Unit Leader.* The PM Unit Leader is responsible for the timely and efficient accomplishment of work by the unit. General responsibilities include:

- (1) Determining maintenance and repairs necessary and the extent to which work requirements are to be corrected by the team.

(2) Reporting deficiencies that are self-help items to the occupant.

(3) Reporting deficiencies beyond the scope of PM to the PM Foreman.

(4) Planning work to provide the greatest possible coverage and maximum efficiency within time allotted.

(5) Preparing records of work accomplished by the PM team.

(6) Ensuring adequate supplies and equipment.

*g. Preventive Maintenance Worker.* The PM worker is a craftsman or mechanic who performs minor maintenance and repair work as directed by the unit leader.

*h. Preventive Maintenance Helper.* The PM helper is a general assistant who is selected and trained to substitute for or advance into the worker position.

*i. Family Housing Manager.* The Family Housing Manager informs the Chief of Buildings and Grounds Division prior to pretermination when quarters are to be vacated and assists in coordinating scheduled PM visits.

*j. Occupant.* Occupants of bachelor housing and family housing note and record deficiencies beyond the scope of self-help for reporting to the PM unit during its next scheduled visit.

**2-3. Preventive Maintenance Unit Concept.** PM needs vary among Army installations and can most effectively be met by using a unit approach. Unit composition is largely dictated by the type of facilities receiving PM service and varies from installation to installation. Typically, the PM working force is made up of the required number of two-man units. This section describes variations within the unit concept of PM.

*a. One-Man Unit.* The one-man unit is recommended for standardized and repetitive, minor maintenance and repair work.

*b. Two-Man Unit.* The two-Man unit is the most common approach for meeting the requirements of PM. This unit is comprised of the unit leader who is a versatile PM mechanic, and a trades helper.

*c. Augmented Units.* A three-man unit may be used to accomplish systematic PM. It consists of the two-man unit augmented by a leader-inspector. Within a PM area, the leader-inspector enters each building prior to the workers for the purposes of inspecting to see what PM work is required. When the workers enter the building, the leader-inspector informs them of required work and special supplies.

*d. Special Unit.* If volume of work or other factors warrant, special PM units may be established, if they are properly documented by the Facilities Engineer.